



# JOB OPPORTUNITY

CALIFORNIA DEPARTMENT OF INSURANCE

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## STAFF SERVICES MANAGER I

\$5,079 - \$6,127

HUMAN RESOURCES MANAGEMENT DIVISION  
SACRAMENTO

### RESPONSIBILITIES:

Under the direction of the Assistant Personnel Officer, (Staff Services Manager II), the incumbent manages the Human Resources Transactions Unit, Disability Transactions Unit, and Technical Resources Unit and provides personnel services to the Department. The incumbent will also be responsible for researching and analyzing a variety of complex and sensitive personnel related matters and advising managers and supervisors of such matters. All work is to be accomplished in accordance with civil service law and rules utilizing the California Code of Regulations, Personnel Management Policy and Procedures Manual (PMPPM), Classification and Pay Guide, Personnel Management Liaison Memos (PMLs), CalHR Pay Letters and State Personnel Board (SPB) Pinkies, Selection Manual and Federal Uniform Guidelines on Employee Selection, Personnel Procedures Manual (PPM), Benefits Administration Manual (BAM), Personnel Action Manual (PAM), State Administrative Manual (SAM), Public Employees Retirement System (PERS) – CalPERS State Handbook, State Personnel Board (SPB) laws, rules, bargaining contracts, and Human Resources Bulletins.

### DESIRABLE QUALIFICATIONS:

- Extensive personnel transactions experience at the supervisor level which includes the areas of the HRIS Attendance Reporting System or other automated time keeping systems, the State Controllers System, My Cal Pays, and experience in performing extremely detailed work, including complex calculations, with a high degree of accuracy;
- Knowledge of the State's disability benefits and programs, such as Non-Industrial Disability Insurance, State Disability Insurance, Family Medical Leave, Workers' Compensation, and Catastrophic Leave, etc.;
- Ability to research and develop methods, processes, and procedures regarding complex and diverse personnel practices designed to obtain consistency within Human Resources and the Department;
- Ability to work under pressure within mandated timeframes;
- Good computer skills with a working knowledge of Microsoft Office software;
- Dependable, reliable and have excellent attendance;
- Ability to communicate effectively both orally and in writing with all levels of staff;
- Excellent time management skills and the ability to organize and manage workload while planning, organizing and directing the work of staff.

### WHO MAY APPLY:

Applications will be accepted from current State employees at the Staff Services Manager I level, those within transfer range, or individuals who have list eligibility for **Staff Services Manager I**. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. Surplus candidates must attach a copy of their letter. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, list eligibility or Training and Development Assignment) on the state application.***

### STATEMENT OF QUALIFICATIONS:

All interested candidates must submit a completed standard State of California application and a "Statement of Qualifications" in order to be considered for the position. The Statement of Qualifications is a narrative discussion of your education, training, experience and skills as it relates to the desirable qualifications listed above. The Statement of Qualifications serves as documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two

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### DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS  
OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS,  
DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

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pages in length.

Resumes do not take the place of the Statement of Qualifications. Applicants who fail to submit the Statement of Qualifications will be eliminated from the selection process.

**APPLICATION PROCEDURE:**

Send a completed standard State of California application and Statement of Qualification to Teresa Foster, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. ***Please indicate “Staff Services Manager I, 413-191-4800-004” on the State application.*** Applications received without this information may not be considered for review. For additional information, please call (916) 492-3423.

**FINAL FILING DATE:** January 28, 2013 – by 5:00 p.m. Close of Business

**NOTE:** Interested individuals, including list eligible, must submit an application in order to be considered for this position. Possession of the minimum qualification will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to the State Personnel Board for review and the applicant’s name may be removed from the eligibility list.

If you are applying for more than one recruitment, a separate State application (STD 678) is required for each recruitment for you would like to be considered.

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